



County of Santa Cruz

DEPARTMENT OF COMMUNITY DEVELOPMENT AND INFRASTRUCTURE

701 OCEAN STREET, FOURTH FLOOR, SANTA CRUZ, CA 95060-4070
Planning (831) 454-2580 Public Works (831) 454-2160

December 13, 2024

Zoning Administrator
701 Ocean Street, 4th Floor
Santa Cruz, CA 95060

Dear Zoning Administrator:

On April 23, 2024, an application to renew vacation rental permit 191005, to operate a three-bedroom vacation rental, was received by the County.

On August 13, 2024, the renewal application was denied by staff based on mis-advertisement of the rental; online advertisements listed a four-bedroom rental while the permit authorized three-bedrooms. Staff's determination to not renew was appealed by the applicant on August 27, 2024.

Pursuant to County Code requirements, the application was publicly noticed for a decision by the Zoning Administrator on October 18, 2024. The item was continued to November 15, 2024, due to noticing requirements not being met.

At the November 15, 2024 Zoning Administrator meeting, staff was directed to return to the December 20, 2024 hearing with a report containing findings and conditions recommending approval of a three-bedroom vacation rental. The Zoning Administrator provided specific conditions to incorporate, which are contained in Exhibit 2A.

Should you have further questions concerning this application, please contact me at:
(831) 454-3371 or e-mail: Michael.Lam@santacruzcountyca.gov

Sincerely,

Michael Lam
Project Planner
Development Review

Exhibits

- 2A December 20, 2024 Staff Report with modified conditions
- 2B November 15, 2024 Staff Report



Staff Report to the Zoning Administrator

Application Number: **241165**

Applicant: James & Jill Polizzi

Agenda Date: December 20, 2024

Owner: James & Jill Polizzi

Agenda Item #: 1

APN: 042-066-08

Time: After 9:00 a.m.

Site Address: 311 Moosehead Drive, Aptos 95003

Project Description:

Proposal to renew permit number 191005, to operate a three-bedroom vacation rental for the purpose of overnight lodging for a period of not more than 30 days at a time. Requires a Vacation Rental Permit.

Location: Property located on the north side of Moosehead Drive (311 Moosehead Drive), approximately 425 feet east of Spreckels Drive.

Permits Required: Vacation Rental Permit

Supervisory District: 2nd District (District Supervisor: Zach Friend)

Staff Recommendation:

- Determine that the proposal is exempt from further Environmental Review under the California Environmental Quality Act.
- Approval of Application 241165, based on the attached findings and conditions.

Analysis

The subject property is developed with an existing three-bedroom single-family residence, located in the Sea Cliff/Aptos/La Selva Beach Designated Area (SALSDA).

Vacation rentals within residential structures are permitted within the R-1-6 zone district, and the operation of the vacation rental is required to comply with all requirements of the vacation rental ordinance. Vacation rental permits are subject to renewal pursuant to County Code Section 13.10.694(D)(3), as conditioned.

The provided parking will meet the requirements of SCCC 13.10.694(D)(2)(c)(iv) B. Pursuant to this Code Section, parking for vacation rentals is limited to the number of on-site parking spaces. A minimum of one on-site space is required for vacation rentals containing one or two bedrooms and a minimum of two on-site spaces is required for rentals containing three or more bedrooms. The subject dwelling is comprised of three bedrooms; therefore, two on-site parking spaces are

required. Nine parking spaces are available on-site, meeting the parking requirements of SCCC 13.10.694(D)(2).

Pursuant to SCCC 13.10.694(D), vacation rental permits expire the same month and day five years subsequent to the effective date of the Vacation Rental/Renewal Permit; therefore, the date of expiration of this permit is January 03, 2030.

Tina Hurley has been designated as the 24-hour contact for the vacation rental. Tina Hurley is located in Aptos, within the required 30-mile response radius from the proposed vacation rental property.

Pursuant to Santa Cruz County Code Section 13.10.694.D.(3)(b)(iii), proof of significant rental use has been provided which shows significant rental use three out of the previous five years.

The property is located with the Seacliff/Aptos/La Selva Beach Designated Area, in which a total of 241 vacation rental permits may be issued and wherein 20% of parcels in a Designated Area Block (DAB) may be occupied by parcels with vacation or hosted rental permits. There are currently 223 approved and 16 pending vacation rental applications within SALSDA Designated Area, resulting in 2 available permits. The subject parcel is located within DAB #S-092, a block comprised of 27 parcels. Currently, zero parcels within this block possess vacation or hosted rental permits.

As this application is to renew an existing vacation rental permit, approval of this application does not change the number of permitted parcels in DAB #S-092.

Conclusion

As proposed and conditioned, the project is consistent with all applicable codes and policies of the Zoning Ordinance and General Plan/LCP. Please see Exhibit "B" ("Findings") for a complete listing of findings and evidence related to the above discussion.

Staff Recommendation

- Determine that the proposal is exempt from further Environmental Review under the California Environmental Quality Act.
- **APPROVAL** of Application Number **241165**, based on the attached findings and conditions.

Supplementary reports and information referred to in this report are on file and available for viewing at the Santa Cruz County Planning Division, and are hereby made a part of the administrative record for the proposed project.

The County Code and General Plan, as well as hearing agendas and additional information are available online at: www.sccoplanning.com

Santa Cruz County Planning
701 Ocean Street, 4th Floor
Santa Cruz CA 95060
Phone Number: (831) 454-3371
E-mail: Michael.Lam@santacruzcountyca.gov

Exhibits

- A. Categorical Exemption (CEQA determination)
- B. Findings
- C. Conditions
- D. Project plans
- E. Assessor's, Location, Zoning and General Plan Maps

CALIFORNIA ENVIRONMENTAL QUALITY ACT

NOTICE OF EXEMPTION

The Santa Cruz County Planning Division has reviewed the project described below and has determined that it is exempt from the provisions of CEQA as specified in Sections 15061 - 15332 of CEQA for the reason(s) which have been specified in this document.

Application Number: 241165
Assessor Parcel Number: 042-066-08
Project Location: 311 Moosehead Drive, Aptos 95003

Project Description: Proposal to renew permit 191005, to operate a three-bedroom Vacation Rental in an existing single-family dwelling.

Person or Agency Proposing Project: James & Jill Polizzi

Contact Phone Number: (831) 750-0373

- A. _____ The proposed activity is not a project under CEQA Guidelines Section 15378.
B. _____ The proposed activity is not subject to CEQA as specified under CEQA Guidelines Section 15060 (c).
C. _____ **Ministerial Project** involving only the use of fixed standards or objective measurements without personal judgment.
D. _____ **Statutory Exemption** other than a Ministerial Project (CEQA Guidelines Section 15260 to 15285).

E. X **Categorical Exemption**

F. **Reasons why the project is exempt:**

Class 1 – Existing Facilities: Conversion of an existing single family residence, to a short term residential vacation rental, will not result in environmental impacts in that a vacation rental use is synonymous with a residential use.

Class 3-Conversion of Small Structures: Conversion of the existing single family residence, to allow for short term vacation rental use, will not result in modifications to the existing, legally constructed residential structure.

In addition, none of the conditions described in Section 15300.2 apply to this project.

Michael Lam, Project Planner

Date:_____

Discretionary Permit Findings

- (a) **Health and Safety.** The proposed location of the project and the conditions under which it would be developed, operated, or maintained will not be detrimental to the health, safety, or welfare of persons residing or working in the neighborhood or the general public, and will not be materially injurious to properties or improvements in the vicinity.

This finding can be made; in that the proposed residential vacation rental is located in an existing residential structure in an area designated for residential uses and is not encumbered by physical constraints to development. The residential vacation rental will comply with health and safety standards established for vacation rental units, including smoke and carbon monoxide alarms, working ground fault circuit interrupters, emergency egress in all sleeping rooms, and handrails along stairs and walking surfaces above 30 inches in height to insure the optimum in safety. In addition, the vacation rental standards address noise, occupancy, and parking to ensure that there are no detrimental effects of the vacation rental.

- (b) **Zoning Conformance.** The proposed location of the project and the conditions under which it would be developed, operated, or maintained will be in substantial conformance with the intent and requirements of all pertinent County ordinances and the purpose of the zone district in which the site is located.

This finding can be made, in that the location of the proposed vacation rental and the conditions under which it would be operated or maintained will be consistent with all pertinent County ordinances, including the vacation rental ordinance, and the purpose of the R-1-6 (Single-Family Residential, 6,000 square-foot minimum) zone district as the primary use of the property will be a residential vacation rental dwelling that meets all requirements of the vacation rental ordinance.

- (c) **General Plan Conformance.** The proposed project is in substantial conformance with the intent, goals, objectives, and policies of all elements of the County General Plan and any specific plan which has been adopted for the area.

This finding can be made, in that the proposed residential vacation rental use is consistent with the use and density requirements specified for the R-UM, O-U (Urban Medium Density Residential, Urban Open Space) land use designation in the County General Plan as it is a residential use in an existing residential structure and the vacation rental ordinance implements the standards contained in the Noise Element of the General Plan.

A specific plan has not been adopted for this portion of the County.

- (d) **CEQA Conformance.** The proposed project complies with the requirements of the California Environmental Quality Act (CEQA) and any significant adverse impacts on the natural environment will be mitigated pursuant to CEQA.

This finding can be made, in that the project has been determined to be exempt from further review under the California Environmental Quality Act, as indicated in the Notice of Exemption for this project.

- (e) **Utilities and Traffic Impacts.** The proposed use will not overload utilities, result in inefficient or wasteful use of energy, or generate more than the acceptable level of traffic

on the streets in the vicinity.

This finding can be made, in that the proposed residential vacation rental is to be located within an existing single family residential structure. The expected level of traffic generated by the proposed vacation rental is commensurate to any other residential use of the dwelling because the short term rental occupancy of a residence does not change the type of use within the dwelling and, further, guest celebrations that result in temporary increased traffic can occur with both non-vacation rental residential use and vacation rental use. The project will not overload utilities or otherwise result in an inefficient or wasteful use of energy.

- (f) **Neighborhood Compatibility.** The proposed use will be compatible with the existing and proposed land uses, land use intensities, and dwelling unit densities of the neighborhood, as designated by the General Plan and Local Coastal Program and implementing ordinances.

This finding can be made, in that the short-term vacation rental is proposed to be located within an existing residential dwelling located within a residential neighborhood, consistent with the land use intensity and density of residential neighborhoods. Both non-vacation residential uses and vacation rental uses can include celebrations that result in temporary increase in vehicles and building occupancy.

- (g) **Local Coastal Program Consistency.** For proposed projects located within the coastal zone, the proposed project is consistent with the provisions of the certified Local Coastal Program.

This finding can be made, in that the short-term vacation rental of an existing residential dwelling is consistent with the provisions of the certified Local Coastal Program.

Site Development Permit Findings

- (a) **Siting and Neighborhood Context.** The proposed development is designed and located on the site so that it will complement and harmonize with the physical design aspects of existing and proposed development in the neighborhood, as designated by the General Plan and Local Coastal Program and implementing ordinances.

This finding can be made, in that the proposed short-term vacation rental is in substantial conformance with the requirements of the County Design Review Ordinance because no exterior changes to the existing residence are proposed as part of this application.

- (b) **Design.** The proposed development is in substantial conformance with applicable principles in the adopted Countywide Design Guidelines, except as prohibited by site constraints, and any other applicable requirements of SCCC 13.11 (Site Development and Design Review). If located in the Coastal Zone, the site plan and building design are also in substantial conformance with the policies of the Local Coastal Program and coastal regulations of SCCC 13.20.

This finding can be made, in that the proposed short-term vacation rental is in substantial conformance with the requirements of the County Design Review Ordinance because no exterior changes to the existing residence are proposed as part of this application.

Conditions of Approval

Exhibit D: Project plans, prepared by Anderson McKelvey, dated May 2019.

- I. This permit authorizes the operation of a vacation rental for the purpose of overnight lodging for a period of not more than 30 days at a time, as indicated on the approved Exhibit "D" for this permit. This approval does not confer legal status on any existing structure(s) or existing use(s) on the subject property that are not specifically authorized by this permit. Prior to exercising any rights granted by this permit including, without limitation, any construction or site disturbance, the applicant/owner shall:
 - A. Sign, date, and return to Santa Cruz County Planning one copy of the approval to indicate acceptance and agreement with the conditions thereof.
- II. Operational Conditions
 - A. The vacation rental shall be maintained and operated so that, at all times, it is in compliance with the items listed on the Vacation Rental Certification form on file with the Department of Community Development and Infrastructure.
 - B. Issuance of this permit shall not infer approval of new development or the private use of any property outside of the subject parcel boundary, including public and private rights-of-way, State Parks land, and County owned property. The term "new development" shall include, but is not limited to, fencing, patios, and accessory structures. The term "use" shall include, but is not limited to, outdoor seating, parking (in non-designated areas), and storage of equipment or materials.
 - C. The maximum, overnight occupancy of the vacation rental shall not exceed eight people (two per bedroom, plus two additional people, children under eight not counted).
 - D. The maximum number of vehicles associated with the overnight occupants shall not exceed nine (number of on-site parking spaces). No on-street parking on Moosehead Drive is allowed, either by overnight guests or by any visitors attending celebrations or gatherings at the property. If additional parking is required for celebrations or gatherings, vehicles may be accommodated on site within non-standard spaces as feasible, but in no case shall extend into the right-of-way for Moosehead Drive.
 - E. The maximum occupancy allowed for celebrations and gatherings between 8:00 a.m. and 10:00 p.m. shall not exceed 16 people (twice the number of overnight occupants, children under 8 not counted).
 - F. Occupants and guests shall adhere to the noise standards contained in the County Noise Ordinance (County Code Chapter 8.30). A copy of the County Noise

Ordinance (County Code Chapter 8.30) shall be posted inside the vacation rental in a location readily visible to all guests.

- G. Vacation rental rules shall be posted inside the vacation rental in a location readily visible to all guests. The rules shall include, but not necessarily be limited to the following: maximum number of guests allowed; maximum number of people allowed for celebrations and gatherings between 8:00 a.m. and 10:00 p.m.; maximum number of vehicles allowed; restrictions on noise (contained in the County Noise Ordinance), illegal behavior, and disturbances, including an explicit statement that fireworks are illegal in Santa Cruz County; and directions for trash management.
- H. Fireworks are illegal in Santa Cruz County and prohibited at the vacation rental.
- I. The vacation rental shall have a sign identifying the structure as a permitted vacation rental and listing a 24-hour local contact responsible for responding to complaints and providing general information. The sign shall not exceed 216 square inches, be legible from, and be posted no more than 20 feet back from the nearest street. For all rentals, the sign shall also display the beginning and end dates of the five-year vacation rental permit. Sign information shall be updated upon any renewal of this permit. The sign shall be continuously maintained while the dwelling is rented.
- J. The name, address, and telephone number(s) of the local property manager (24-Hour contact person) shall be posted inside the vacation rental in a location readily visible to all guests.
- K. Any change in the local property manager's name, address, or telephone number shall be promptly furnished to the Planning Department, the local Sheriff Substation, the Auditor-Controller-Treasurer Tax Collector, the main County Sheriff's Office, and the local fire agency, and to the property owners of all properties located within a 300-foot radius of the boundaries of the parcel on which the vacation rental is located. Proof of mailing or delivery of the updated contact information to all of the above shall be submitted to the Planning Department within 30 days of change in the local property manager's contact information.

In addition, the applicant shall complete the online contact (see link below) information survey to ensure that the Community Development and Infrastructure Department is apprised of current contact information and for emergency notifications by the County Office of Response, Recovery and Resilience. Survey can be accessed via this link: <https://forms.office.com/g/5kjvAnC8n6>.

- L. The local property manager (24-hour contact person) shall be located within 30 miles of the vacation rental. The local property manager shall be available 24 hours a day to respond to tenant and neighborhood questions or concerns. Failure to respond within 60 minutes of being contacted, as verified by County Code

Enforcement staff or the County Sheriff, shall constitute a significant violation and may lead to revocation of the permit in accordance with SCCC 18.10.136.

- M. All advertising for vacation rentals shall include the vacation rental permit number in the first two lines of the advertisement text, and where photos are included, a photo containing the permit number shall be included, as well as a photo of the required signage that includes the 24-hour contact information and vacation rental identification. Advertising a vacation rental for a property without a vacation rental permit is a violation of this chapter and violators are subject to the penalties set forth in SCCC 19.01.
- N. The owner/applicant shall comply with the regulations and standards set forth in Chapter 4.24 of the County Code, including any required payment of transient occupancy tax for the vacation rental unit.
- O. Permits for vacation rentals shall expire five years from the date of approval. To continue in operation as a legal vacation rental, an application to renew the permit must be made before the expiration date, but no sooner than 180 days before the expiration date. Vacation rental permits are non-transferable and become void when a property transfer triggers reassessment.
- P. A violation of any of the requirements to obtain a vacation rental permit may be grounds for denial of a new vacation rental permit application. Further, violations of vacation rental regulations, or of any other provision of the Santa Cruz County Code, may be grounds for denial of a renewal application or revocation of an existing vacation rental permit after consideration at a public hearing by the Zoning Administrator (or by the Planning Commission upon referral).
- Q. If more than two significant violations occur on a vacation rental property within a 12-month period, a permit shall be noticed for a public hearing to consider permit revocation, pursuant to SCCC 18.10.136. "Significant violations" are: citations for violation of SCCC 8.30 (Noise); violation of any specific conditions of approval associated with the permit; mis-advertising the capacity and limitations applicable to the vacation rental; written warnings, or other documentation filed by law enforcement; violations of State or County health regulations; non-compliance with a public health order or emergency regulation issued by State or local authorities which may limit use and occupancy of vacation rentals; delinquency in payment of transient occupancy taxes, fines, or penalties; non-responsive property management, including failure by the local property manager to respond to calls within 60 minutes; and failure to maintain signage. In the event a permit is revoked, the person or entity from whom the permit was revoked shall be barred from applying for a vacation rental permit for the same parcel without prior consent of the Board of Supervisors.
- R. The Vacation Rental shall provide overnight lodging for a period of not more than 30 days at a time.

- S. In the event that future County inspections of the subject property disclose noncompliance with any Conditions of this approval or any violation of the County Code, the owner shall pay to the County the full cost of such County inspections, including any follow-up inspections and/or necessary enforcement actions, up to and including permit revocation.

III. Additional Conditions of Approval

- A. Only the three legally designated bedrooms shall be listed in any advertisement for the vacation rental and no photographs of the dwelling and its amenities or any other information in the listing, shall represent that additional bedrooms are available.
- B. Guests shall be advised prior to arrival where they and their guests may legally park. Parking instructions shall clearly include that no vehicles may be parked on Moosehead Drive at any time.
- C. No weddings, or similar activities are authorized under this permit.
- D. Due to previous significant violations of the conditions of approval of Vacation Rental Permit, any additional significant violations of these conditions of approval that occur within one year of the hearing by the Zoning Administrator on December 20, 2024, shall be grounds for immediate revocation of this Permit without any requirement for a public hearing.
- E. If any additional significant violations are reported beyond the initial one-year period as set out above, the permit shall be noticed for a public hearing to consider permit revocation, pursuant to SCCC 18.10.136.
- F. “Significant violations” are: citations for violation of Chapter [8.30](#) SCCC (Noise); violation of any specific conditions of approval associated with the permit; mis-advertising the capacity and limitations applicable to the vacation rental; written warnings, or other documentation filed by law enforcement; violations of State or County health regulations; non-compliance with a public health order or emergency regulation issued by State or local authorities which may limit use and occupancy of vacation rentals; delinquency in payment of transient occupancy taxes, fines, or penalties; non-responsive property management, including failure by the local property manager to respond to calls within 60 minutes; and failure to maintain signage. In the event a permit is revoked, the person or entity from whom the permit was revoked shall be barred from applying for a vacation rental permit for the same parcel without prior consent of the Board of Supervisors.

IV. Indemnification

The applicant/owner shall indemnify, defend with counsel approved by the COUNTY, and

hold harmless the COUNTY, its officers, employees, and agents from and against any claim (including reasonable attorney's fees, expert fees, and all other costs and fees of litigation), against the COUNTY, its officers, employees, and agents arising out of or in connection to this development approval or any subsequent amendment of this development approval which is requested by the applicant/owner, regardless of the COUNTY's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the COUNTY. Should the COUNTY in its sole discretion find the applicant's/owner's legal counsel unacceptable, then the applicant/owner shall reimburse the COUNTY its costs of defense, including without limitation reasonable attorney's fees, expert fees, and all other costs and fees of litigation. The applicant/owner shall promptly pay any final judgment rendered against the COUNTY (and its officers, employees, and agents) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this development approval.

- A. The COUNTY shall promptly notify the applicant/owner of any claim, action, or proceeding against which the COUNTY seeks to be defended, indemnified, or held harmless. The COUNTY shall cooperate fully in such defense.
- B. Nothing contained herein shall prohibit the COUNTY from participating in the defense of any claim, action, or proceeding if both of the following occur:
 - 1. COUNTY bears its own attorney's fees and costs; and
 - 2. COUNTY defends the action in good faith.
- C. Settlement. The applicant/owner shall not be required to pay or perform any settlement unless such applicant/owner has approved the settlement. When representing the COUNTY, the applicant/owner shall not enter into any stipulation or settlement modifying or affecting the interpretation or validity of any of the terms or conditions of the development approval without the prior written consent of the COUNTY.
- D. Successors Bound. The "applicant/owner" shall include the applicant and/or the owner and the successor(s) in interest, transferee(s), and assign(s) of the applicant and/or the owner.

Minor variations to this permit which do not affect the overall concept or density may be approved by the Planning Director at the request of the applicant or staff in accordance with Chapter 18.10 of the County Code.

Please note: This permit expires three years from the effective date listed below unless the conditions of approval are complied with and the use commences before the expiration date.

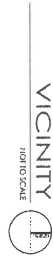
Approval Date: _____

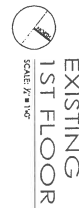
Effective Date: _____

Expiration Date: _____

Deputy Zoning Administrator

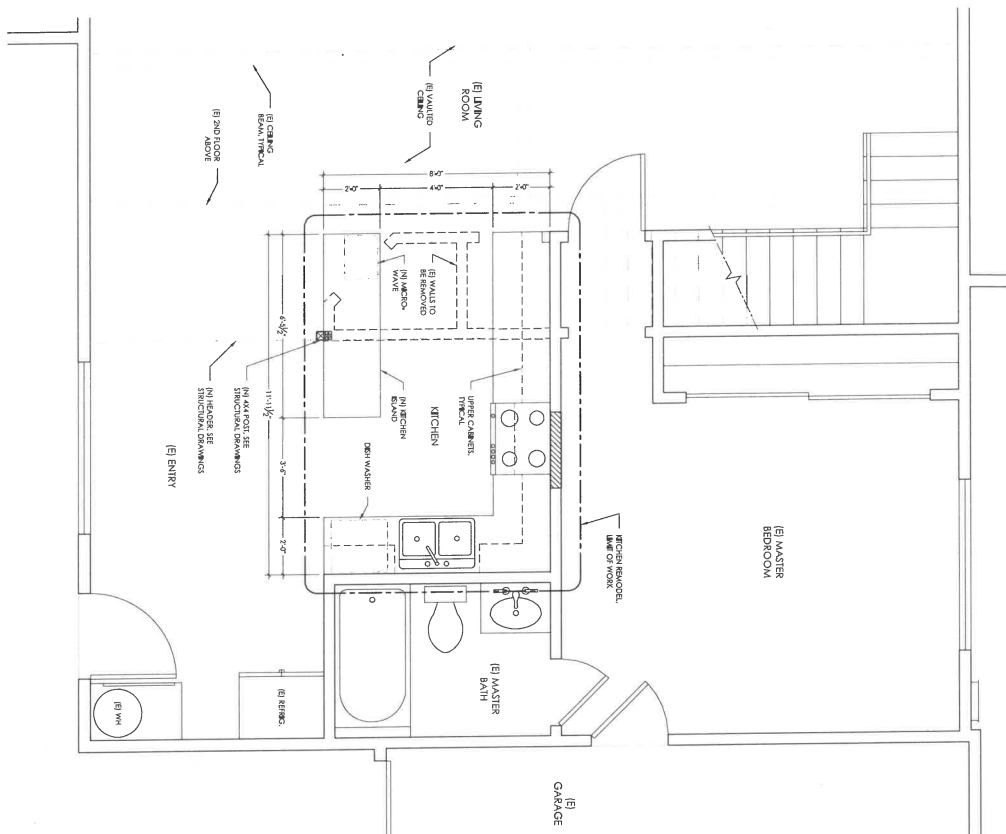
Appeals: Any property owner, or other person aggrieved, or any other person whose interests are adversely affected by any act or determination of the Zoning Administrator, may appeal the act or determination to the Planning Commission in accordance with chapter 18.10 of the Santa Cruz County Code.





(E) 2x4 WALL
DROP DOWN BEAM
IN CEILING

DRAWN	MB
SCALE	AS NOTED
DATE	28. DEC 2017



1ST FLOOR KITCHEN

WALL LEGEND

- (N) 2x4 @ 16" O.C. WALL
- (E) 2x4 WALL
- WALL TO BE REMOVED
- DOWN DOWN BEAM
- UP UP BEAM

PROPOSED

DATE: 28 DEC 2017

SCALE: AS NOTED

DATE: 28 DEC 2017

PROPOSED

COUNTY OF SANTA CRUZ
PLANNING DEPARTMENT
RECEIVED DATE: 05/01/2018
PROJECT NO: 17-000000
CANDID ORDER: N/A

311 MOOSEHEAD DRIVE
KITCHEN REMODEL
311 MOOSEHEAD DRIVE
APTOS, CA 95023
APN: 0420066-19

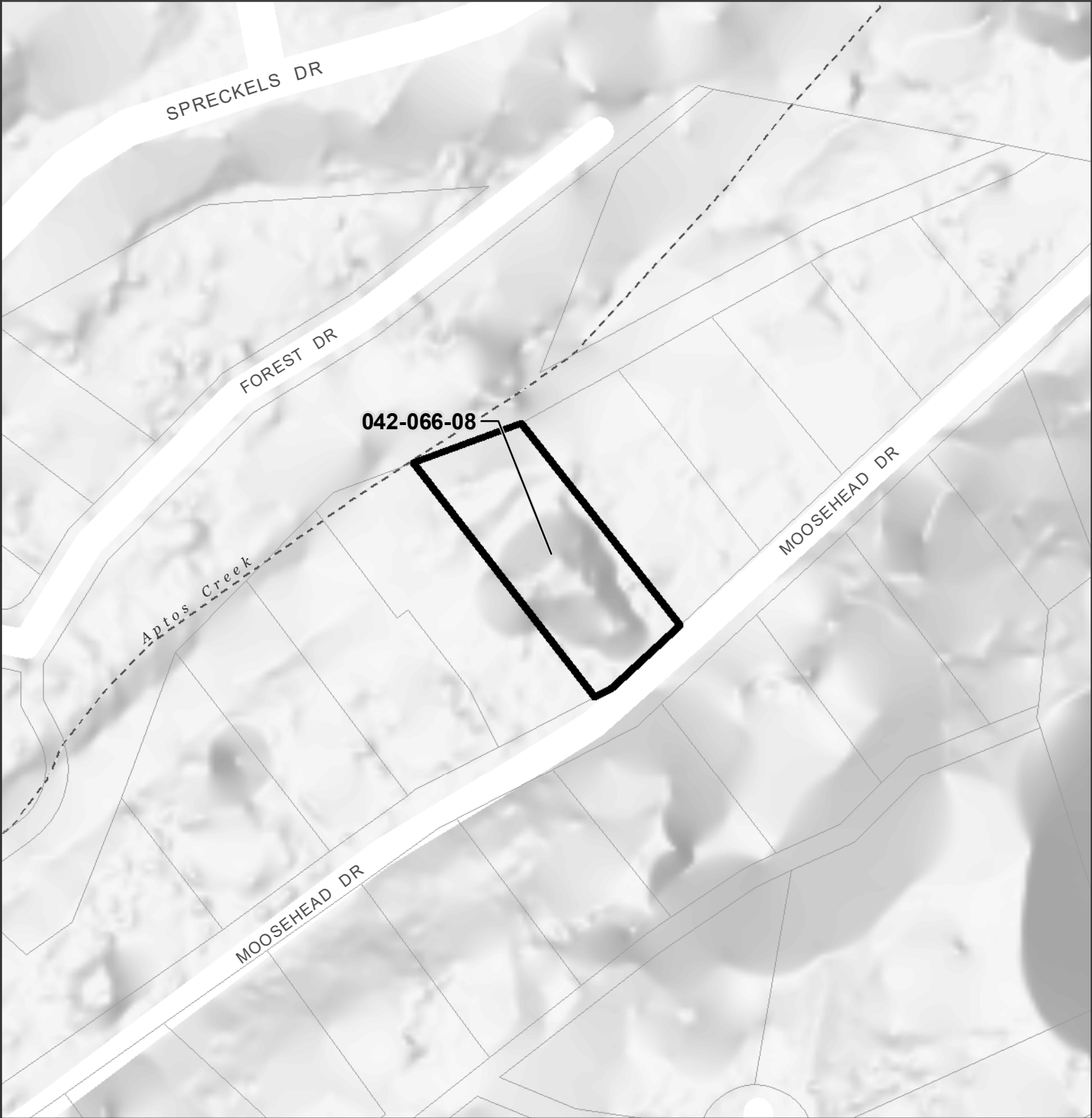


ANDERSON
311 MOOSEHEAD AVENUE
APTOS, CA 95023
TEL: 831.421.2345
FAX: 831.421.2346
WWW.ANDERSONARCHITECTS.COM

A3

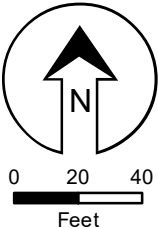


Parcel Location Map



Parcel: 04206608

- Study Parcel
- Assessor Parcel Boundary

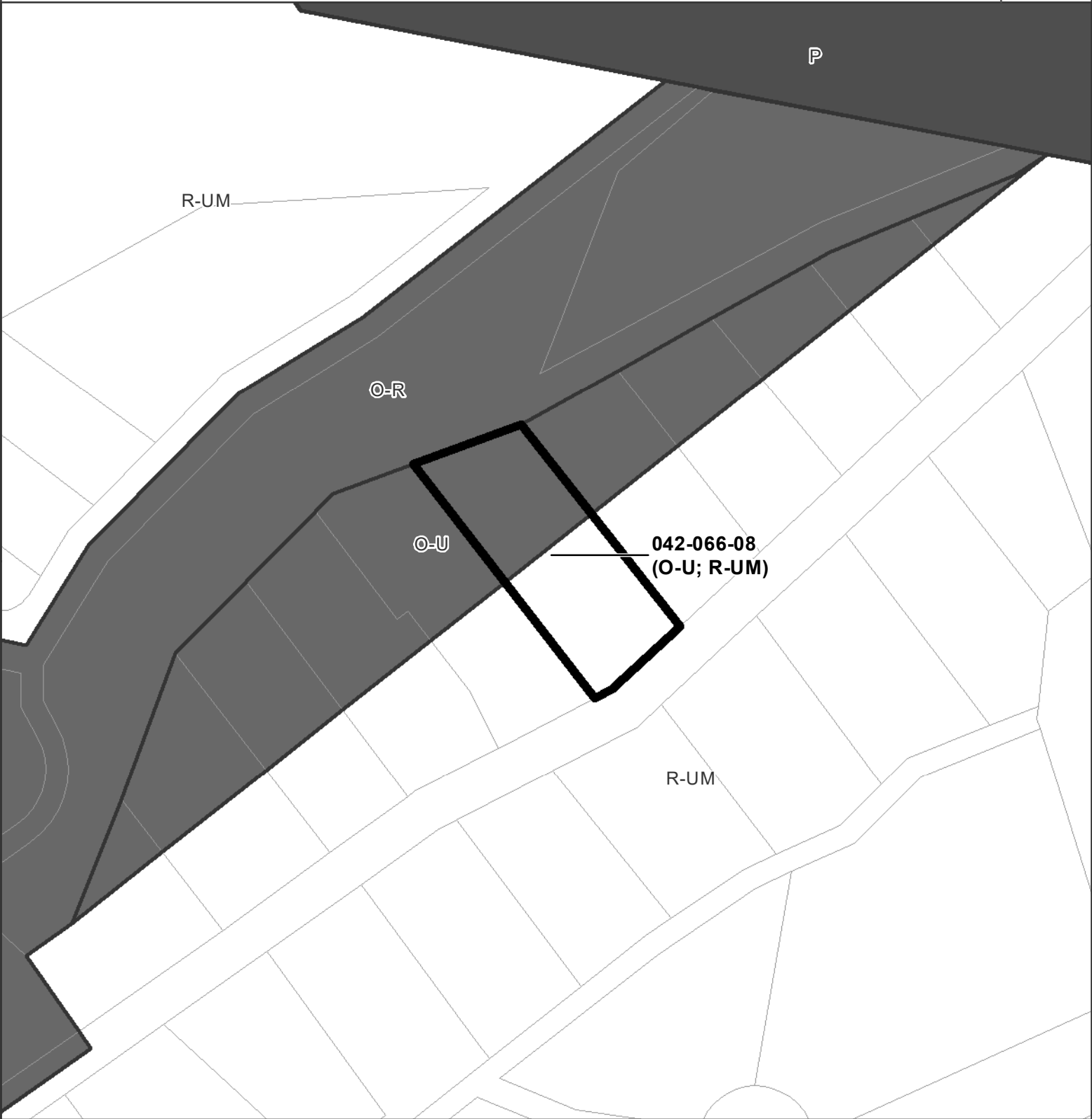




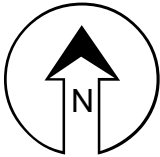
Parcel General Plan Map



Mapped Area

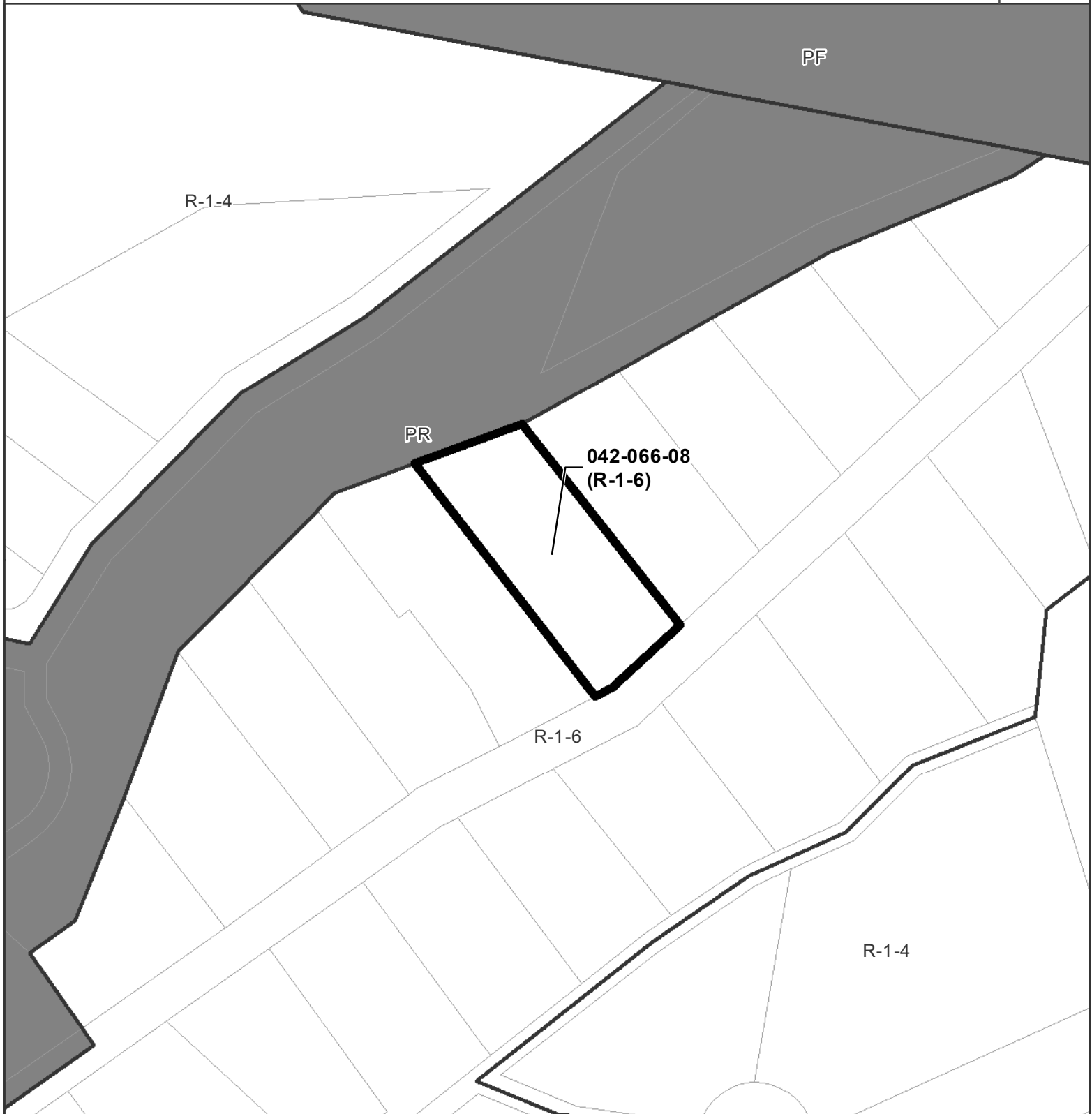





- O-R Parks, Recreation & Open Space
- O-U Urban Open Space
- P Public Facilities
- R-UM Res. Urban Medium Density

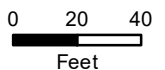
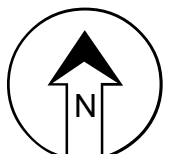




Parcel Zoning Map



-  PF *Public/Community Facilities*
-  PR *Parks, Recreation, & Open Space*
-  R-1 *Single-Family Residential*





County of Santa Cruz

DEPARTMENT OF COMMUNITY DEVELOPMENT AND INFRASTRUCTURE

701 OCEAN STREET, FOURTH FLOOR, SANTA CRUZ, CA 95060-4070
Planning (831) 454-2580 Public Works (831) 454-2160

November 6, 2024

Zoning Administrator
County of Santa Cruz
701 Ocean Street, 4th Floor
Santa Cruz, CA 95060

Subject: Public hearing to consider Appeal of Denial of Application 241165, a proposal to renew Vacation Rental Permit 191005 to operate a three-bedroom Vacation Rental in an existing single-family dwelling.

Dear Zoning Administrator:

On April 23, 2024, an application to renew Vacation Rental Permit 191005 was submitted to the County of Santa Cruz.

On August 13, 2024, application 191005 was denied without prejudice based on the findings contained in the attached staff report (Exhibit 1B). Findings note that the rental was permitted as a three-bedroom vacation rental and did not authorize advertisement of four bedrooms.

On August 27, 2024, a letter of appeal was submitted by James Polizzi (“appellant”) (Exhibit 1A). The appellant’s primary assertion is that the advertisement mistakenly listed the unit as a 4-bedroom rental. The appellant also asserts that what is identified as the ‘fourth bedroom’ is a actually a ‘day nursery’ intended for children to use for nap time rather than a bedroom. Additionally, the appellant also asserts that the staff report incorrectly claims that the advertisement states that 10 people could sleep at the residence where the posting indicates eight guests.

Vacation Rental Permit and Property History

The previous Vacation Rental Permit, application 191005, approved operation of a three-bedroom Vacation Rental. Application 191005 was approved on February 20, 2019, and expired on February 20, 2024. The dwelling was constructed in 1960 under Building Permit #8412 and subsequently remodeled and repaired under Building Permit #70530, following major storm damage in 1982. The existing two-story single-family dwelling contains four bedrooms, and three bathrooms.

APPEAL LETTER RESPONSE

Advertisement

Exhibit 1C includes screenshots of the Airbnb advertisement for 311 Moosehead Drive; the

advertisement clearly states the maximum capacity is 10 guests, and contains 4 bedrooms, 7 beds, and 2.5 baths. The advertisement also shows pictures of each of the bedrooms, with the 4th bedroom containing 2 sets of bunk beds.

Permitted Bedroom Count

After reviewing building permit plans on file, it appears that the ‘day nursery’ was occupying a room that was labeled ‘office’. Santa Cruz County Code 13.10.700-B defines Bedroom to mean any space in the conditioned (heated) area of a dwelling unit which is 70 square feet and greater in size and which is an exterior room, regardless of whether it is entered through a door, unless it is exempted as one of the following:

- (1) Hall;
- (2) Bathroom;
- (3) Kitchen;
- (4) Living room (maximum of one per dwelling unit);
- (5) Dining room (opening off of the kitchen or living room, maximum one per dwelling unit);
- (6) Family room (opening off of the kitchen or living room, maximum one per dwelling unit);
- (7) Breakfast nook (opening off of the kitchen, maximum of one per dwelling unit); or
- (8) Laundry room.

The ‘office’ does not qualify as any other room type other than a bedroom pursuant to the definition of bedroom; therefore, it would be considered a bedroom under the current regulations. Further, the advertisement and photos associated with the rental clearly show use of the room as a bedroom regardless of naming conventions associated with the prior building permit.

Conclusion

At the June 28, 2022, Board of Supervisors meeting, the Board of Supervisors directed staff to implement a proactive enforcement program of short-term rentals in the County (Exhibit 1D). Although this property was not identified through proactive enforcement measures, the intent of the Board memo is to provide greater enforcement of the short-term rental regulations. Per SCCC 13.10.694(L), violations of vacation rental regulations or of any other provision of the Santa Cruz County Code, may be grounds for denial of a renewal application after consideration at a Zoning Administrator public hearing.

On July 19, 2024, public comment was received by planning staff with complaints that this rental site is in violation of the Vacation Rental Ordinance. The message included a link to the online advertisement for this rental which showed that the property was listed as a four-bedroom vacation rental.

Pursuant to the Vacation Rental Ordinance, mis-advertisement of the rental is grounds for denial of the vacation rental renewal permit. Additionally, applications to renew a permit shall be submitted no sooner than 180 days before the expiration date of the existing permit, and no later than the date of expiration of that permit. The application to renew the permit was submitted 63 days after the expiration date. Thus, renewal would not be allowed by the regulations.

Staff Recommendation

Based on the complete record provided in the attached Exhibits, staff recommends the Zoning Administrator:

- Uphold Denial of Application 231425, based on findings contained in Exhibit 1B.

Should you have further questions concerning this application, please contact me at:
(831) 454-3371 or e-mail: Michael.Lam@santacruzcountyca.gov

Sincerely,

Michael Lam
Project Planner
Development Review

Exhibits

- 1A Appeal Letter by James Polizzi, dated 08/27/2024
- 1B 241165 Staff Report (including Findings for Denial)
- 1C Airbnb Advertisement screenshots
- 1D Board of Supervisors memo

James Polizzi
311 Moosehead Dr,
Aptos, CA 95003

August 26, 2024

County of Santa Cruz
Department of Community Development and Infrastructure
701 Ocean St. Fourth Floor
Santa Cruz, CA 95060-4070

Re: Application #241165; APN 042-066-08; Permit #191005

Subj: NOTICE OF APPEAL

I have received your Staff Report regarding the above permit. You point out that our Airbnb advertisement mistakenly listed the rental as a 4-bedroom unit. In our posting we intended to show a 3-bedroom unit along with a Day Nursery and you have based your denial solely based on a public comment from Planning solely based on this advertisement. The residence has been a family daycare licensed by the State of California since 2001 which included the same Day Nursery.

To be completely forthcoming, it was simply a clerical error when the listing showed a 4-bedroom house. This Day Nursery could never be construed as a bedroom. It has no closets; the beds shown in the earlier ad are for children and are intended to be used by for "nap time" during the day. The ad never mentioned a Day Nursery because it was thought that due to its size, cartoon wall paintings and configuration, any reasonable person would not mistake the Day Nursery for a Bedroom. However, in the spirit of complete compliance and to avoid any ambiguity, the beds have since been removed and the photos have been updated accordingly to assure complete compliance with the County's requirements while the narrative of the ad was changed as of 07/29/24 to indicate a 3-Bedroom house.

The Staff Report mistakenly said that the ad said that ten people could sleep at the residence, but our positing said eight. Whether, on the one hand, the eight guests sleep in four bedrooms or, on the other, six sleep in three bedrooms and two sleep in the living room, matters very little. It does not affect the house's noise, foot traffic, or parking requirements, the foci for any potential concerns of the neighbors. The ad also shows photos of sufficient on-site parking for all guests both in the narrative and photos.

I have also received your letter of 7/10/2024 describing the actions to take to keep the permit current. We have completed the actions referred to in it, including posting the notice accompanying the letter and returning the affidavit showing that the notice was posted as directed.

The Staff Report refers to Santa Cruz County Code Sec 13.10.695 (D)3 Low Impact Camping Areas. I will presume that it is intended to instead reference Section 13.10.694 (D) 3 Vacation Rentals.

13.10.694 Vacation rentals.

(D) Permit Requirements. A vacation rental permit and transient occupancy tax registration (or proof of registration with verified vacation rental platforms) are required for each residential vacation rental. Each vacation rental permit shall remain valid as long as the vacation rental operates for at least three out of any consecutive five years, except that each vacation rental permit issued for a vacation rental shall expire the same month and day five years subsequent to the date of issuance of the original permit or as otherwise provided in subsection (D)(3) of this section. If the expiration date falls on a Saturday or a Sunday, the following Monday shall be considered to be the expiration date. Approval of a vacation rental permit does not legalize any nonpermitted use or structure. **Vacation rental permits are subject to revocation as provided for in SCCC 18.10.136. (See Below).**

(3) Renewal of Vacation Rental Permits. All vacation rental permits must be renewed every five years starting on December 15, 2020, except those in the LODA and SALSDA, where vacation rental permits must be renewed every five years from the date of issuance. An application to renew a permit for a vacation rental shall be submitted no sooner than 180 days before the expiration date of the existing permit, and no later than the date of expiration of that permit. **Upon receipt of a complete application, the expiration of the existing permit shall be stayed until final action is taken on the renewal application.**

SCCC Sec 18.10.136 Permit revocation states:

(A) Permits Which May Be Revoked. Any permit heretofore or hereafter granted may be revoked or amended in lieu of revocation by the Planning Commission or Board of Supervisors, as provided herein, upon a finding that any term or condition of the permit has not been, or is not being complied with or that the permit has been issued or exercised in violation of any statute, law or regulation, or in a manner which creates a nuisance, or is otherwise detrimental to the public health and safety. Such revocation may be initiated by resolution of intention adopted by majority vote of either the Board

of Supervisors or by the Planning Commission, or may be initiated by the Planning Director by scheduling a hearing before the Planning Commission to consider the revocation. Notice of the intention to take such an action shall be provided to the permittee of the noncompliance, violation, or nuisance **and reasonable opportunity consistent within the public health and safety for permittee to correct same to the satisfaction of the County. Such reasonable opportunity for correction may be provided by scheduling the actual hearing on revocation for a date which will allow time for such correction.**

Accordingly, as the property located at 311 Moosehead Dr is now in full compliance with the terms and conditions of permit #191005 and all of the defects shown in your letter of 7/29/2024 have been cured, please consider this your notice that in accordance with Sec 18.10 et seq of the Santa Cruz County Code that we hereby request an appeal to this decision.

Respectfully,

James Patrick Polizzi

James Polizzi



Staff Report & Development Permit Administrative Use Review

Application Number: **241165**

APN: **042-066-08**

Applicant: **James and Jill Polizzi**

Owner: **James and Jill Polizzi**

Site Address: **311 Moosehead Dive, Aptos, CA 95003**

Proposal & Location

Proposal to renew an existing Vacation Rental Permit (Permit Number 191005). Requires a Vacation Rental Renewal Permit.

Project site is located at 311 Moosehead Drive, Aptos, CA 95003.

Analysis

The subject property is developed with an existing three-bedroom single-family residence, located in the Seacliff, Aptos, La Selva Designated Area (SALSDA). The dwelling, which is noted by the Assessor as containing three bedrooms, was constructed in 1960 under Building Permit #8412, issued in August 1960, and was subsequently remodeled and repaired under Building Permit #70530, following major storm damage in 1982.

Vacation rentals within residential structures are permitted within the R-1-6 zone district, and the operation of the vacation rental is required to comply with all requirements of the vacation rental ordinance. Vacation rental permits are subject to renewal pursuant to County Code Section 13.10.695 (D) 3, as conditioned.

Findings for Denial

On February 20, 2019, Permit #191005 was approved, permitting the use of a single-family residence, located at 311 Moosehead Drive, Aptos, CA 95003, as a Vacation Rental, subject to conditions of approval allowing the rental of up to three legal bedrooms for guests for periods of less than 30 days at a time. On July 19th, 2024, public comment was received by planning staff with complaints that this rental site is in violation of the Vacation Rental Ordinance. The message included a link to the online AirBnB advertisement for this rental which shows that on 7/22/2024 this property was listed as a **four-bedroom** vacation rental. As of 7/26/2024 this advertisement continues to list this property as a **four-bedroom** rental (see attached).

County Code Section 18.10.230(D)(3) (c) outlines that mis-advertising the rental is grounds for denial of an application for renewal as follows:

(c) Processing of renewal applications includes a review of any issued or pending building permits or other permits and review of all pertinent information specific to complaints, if

any, that have been received about the subject vacation rental. Approval of a vacation rental renewal permit shall be based on affirmative findings as set forth in SCCC 18.10.230. Denial of an application for renewal shall be based on one or more of the required findings not being able to be made, as set forth in SCCC 18.10.230(A). Additionally, a County Code violation or violations related to the property, such as operating the vacation rental while under emergency orders from the state or County that prohibit such operation, mis-advertising the rental, citations for violation of SCCC 8.30 (Noise), and/or failure of the local property manager to timely respond to complaints are all grounds for denial.

For this reason, the County of Santa Cruz Community Development and Infrastructure Department has denied your application for renewal of Vacation Rental Permit #191005.

Findings are on file with Santa Cruz County Planning.

Staff Recommendation

Santa Cruz County Planning has taken administrative action on your application as follows:

_____ Approved (if not appealed).
_____X_____ Denied (based on the attached findings).

NOTE: This decision is final unless appealed.

See below for information regarding appeals. You may exercise your permit after signing below and meeting any conditions which are required to be met prior to exercising the permit. If you file an appeal of this decision, permit issuance will be stayed and the permit cannot be exercised until the appeal is decided.

**Please note: This permit will expire unless exercised prior to the expiration date.
(See the Conditions of Approval below for the expiration date of this permit.)**

If you have any questions about this project, please contact Nicholas Brown at:
(831) 454-5317 or Nicholas.Brown@santacruzcountycalifornia.gov

Report Prepared By: Nicholas Brown
Nicholas Brown
Santa Cruz County Planning
701 Ocean Street, 4th Floor
Santa Cruz CA 95060

Report Reviewed By: Sheila McDaniel
Principal Planner
Santa Cruz County Planning

Mail to: James and Jill Polizzi
311 Moosehead Drive
Aptos, CA 95003

Appeals

In accordance with Section 18.10 et seq of the Santa Cruz County Code, the applicant or any aggrieved party may appeal an action or decision taken on an Administrative (Level 4) review such as this one. All appeals shall be made in writing and shall state the nature of the application, your interest in the matter and the basis on which the decision is to be considered to be in error. Appeals must be made no later than fourteen (14) calendar days following the date of publication of the action from which the appeal is being taken and must be accompanied by the appropriate filing fee

Discretionary Permit Findings

- (a) Health and Safety. The proposed location of the project and the conditions under which it would be developed, operated, or maintained will not be detrimental to the health, safety, or welfare of persons residing or working in the neighborhood or the general public, and will not be materially injurious to properties or improvements in the vicinity.

The proposed residential vacation rental as approved by Permit 191105 was authorized only within the three legal bedrooms of the existing dwelling, as noted by the Assessor's records for the property and as drawn on the plans submitted for permit 191005 in 2019. Permit 191105 did not authorize advertising four-bedrooms for vacation rental uses on the parcel. As operated, the vacation rental use has included the advertisement of habitable living space as a bedroom and therefore, compliance with the Building Code cannot be verified.

Conformance with the health and safety standards established for vacation rental units, including smoke and carbon monoxide alarms, working ground fault circuit interrupters, emergency egress in all sleeping rooms, and handrails along stairs and walking surfaces above 30 inches in height to ensure the optimum in safety, has not been determined for the habitable space. Further, a Building Permit would be required to be issued to recognize the legal conversion of living space to a bedroom and no such Building Permit has been obtained. Therefore, this finding cannot be made.

- (b) Zoning Conformance. The proposed location of the project and the conditions under which it would be developed, operated, or maintained will be in substantial conformance with the intent and requirements of all pertinent County ordinances and the purpose of the zone district in which the site is located.

This finding cannot be made. The use of the property as a four-bedroom vacation rental does not comply with the provisions of County Code Section 18.10.230(D)(3) (c), which sets out that misadvertising of a vacation rental is grounds for denial of an application for renewal. Further, as set out in County code Section 13.10.694(D)(2) applications for vacation rentals consisting of four or more bedrooms shall be considered by the Zoning Administrator at a public hearing in accordance with the provisions of County Code Section 18.10.131(C). Application 191005, which authorized a three-bedroom vacation rental, was approved pursuant to an administrative review and no hearing was conducted.

- (c) General Plan Conformance. The proposed project is in substantial conformance with the intent, goals, objectives, and policies of all elements of the County General Plan and any specific plan which has been adopted for the area.

N/A

- (d) CEQA Conformance. The proposed project complies with the requirements of the California Environmental Quality Act (CEQA) and any significant adverse impacts on the natural environment will be mitigated pursuant to CEQA.

N/A

- (e) Utilities and Traffic Impacts. The proposed use will not overload utilities, result in

inefficient or wasteful use of energy, or generate more than the acceptable level of traffic on the streets in the vicinity.

Permit 191105 only authorized the renting of three bedrooms in an existing single-family residence that is recognized as having only three bedrooms and was conditioned to allow a maximum of eight overnight guests. As advertised, the vacation rental unit was represented as having four bedrooms, accommodating up to ten overnight guests. Additional unauthorized guests represent the potential for impacts to traffic and the use of utilities and therefore this finding cannot be made.

- (f) Neighborhood Compatibility. The proposed use will be compatible with the existing and proposed land uses, land use intensities, and dwelling unit densities of the neighborhood, as designated by the General Plan and Local Coastal Program and implementing ordinances.

This finding cannot be made, in that the potential impacts of a vacation rental with four or more bedrooms, allowing up to ten overnight guests, have not been analyzed; therefore, it cannot be determined that the use will be compatible with the existing and proposed land uses, land use intensities, and dwelling unit densities of the neighborhood. Further, as set out in County Code Section 18.10.131(C), a public hearing is required for the approval of a four-bedroom vacation rental, providing an opportunity for neighborhood input on the proposal, and no hearing was conducted for this property.

- (g) Local Coastal Program Consistency. For proposed projects located within the coastal zone, the proposed project is consistent with the provisions of the certified Local Coastal Program.

The existing three-bedroom dwelling, which is located within the Coastal Zone, can be found to be consistent with the provisions of the certified Local Coastal Program. However, no analysis has been done to confirm that the addition of one bedroom, to result in a house with four-bedrooms, is consistent with these requirements. Therefore, this finding cannot be made.



Anywhere

Any week

Add guests



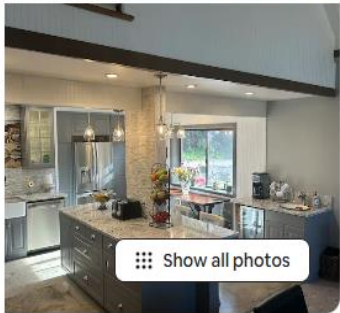
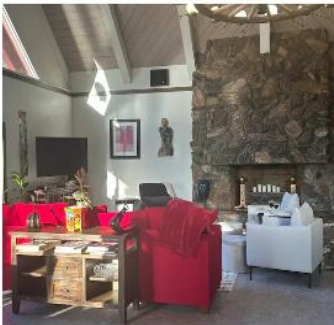
Airbnb your home



Aptos Creek Oasis

Share

Save



Show all photos

Entire home in Aptos, California

10 guests · 4 bedrooms · 7 beds · 2.5 baths



Guest favorite

One of the most loved homes on Airbnb, according to guests

4.93



14

Reviews



Hosted by Harmony

Superhost · 4 months hosting

\$851

Nightly before taxes

CHECK-IN
9/27/2024

CHECKOUT
9/29/2024

GUESTS

1 guest



Reserve

EXHIBIT 1C

Entire home in Aptos

10 guests · 4 bedrooms · 3 bathrooms

Guest favorite

Hosted by Harry

Superhost · 4 months

Self check-in

Check yourself in

Harmony is a Superhost

Superhosts are experienced

Free cancellation

Get a full refund if you cancel

Nestled by Aptos Creek and a short walk to the beach, our two-story A-frame house provides a serene setting for any type of getaway. This home is pet and kid friendly and offers a perfect blend of comfort, convenience, and natural beauty, making it an ideal destination for families or groups looking to create lasting memories.

The space...

Show more >

Where you'll sleep

×

About this space

Nestled by Aptos Creek and a short walk to the beach, our two-story A-frame house provides a serene setting for any type of getaway. This home is pet and kid friendly and offers a perfect blend of comfort, convenience, and natural beauty, making it an ideal destination for families or groups looking to create lasting memories.

The space

Spacious Living Areas: The large open living, dining and kitchen space with ample windows offers scenic views and plenty of natural light.

Bedroom Setup: the master bedroom with an attached full bath is conveniently located on the first floor, while the kid's room with two sets of bunk beds is perfect for little sea explorers. The additional two bedrooms and full bath on the second floor provide ample accommodation and privacy.

Modern Amenities: Your fully stocked kitchen makes meal preparation a breeze, and the radiant heated floors and new heating in the guest rooms provide comfort throughout the home.

Outdoor spaces: The expansive outdoor deck serves as a perfect spot for family dinners and relaxation. Gather for cocktails and fun around the fire pit in the courtyard or engage in a friendly game of corn hole.

Entertainment Options: Enjoy the variety of provided board games, movies on the 60" smart TV with surround sound, or simply cozy up on one of the comfortable seating options.

Local Activities: Venture to Rio del Mar & Sea Cliff beaches, just a short level walk away, for beach fun including boogie boarding & surfing. We provide beach chairs, boogie boards, cruiser bikes and an ice chest so you can enjoy the beach life with ease! And with grocery options, restaurants, and cafes nearby, your group can easily explore and enjoy the local scene.

Guest access

Show all photos

CHECKOUT

29/2024

arged yet

is than the avg.

60 days.

s listing

EXHIBIT 1C

Exhibit B

Page 32 of 38

2:36 PM

7/29/2024

7/22/2024 Advertisement: Bedroom 1 and 2


PhotosAmenitiesReviewsLocation

Nestled by Aptos Creek and a short walk to the beach, our two-story A-frame house provides a serene setting for any type of getaway. This home is pet and kid friendly and offers a perfect blend of comfort, convenience, and natural beauty, making it an ideal destination for families or groups looking to create lasting memories.


The space...

Show more >

Where you'll sleep



Bedroom 1
1 queen bed



Bedroom 2
1 queen bed

What this place offers

Waterfront

Kitchen

\$851 night

CHECK-IN
9/27/2024

CHECKOUT
9/29/2024

GUESTS
1 guest

Reserve

You won't be charged yet

2 nights\$1,196

Cleaning fee\$295

Airbnb service fee\$210

Total before taxes\$1,701

Lower price

Your dates are \$98 less than the avg. nightly rate of the last 60 days.

Report this listing

EXHIBIT 1C

Exhibit B

Page 33 of 38


7/22/24 Advertisement: Bedroom 3 and 4

Photos Amenities Reviews Location


Nestled by Aptos Creek and a short walk to the beach, our two-story A-frame house provides a serene setting for any type of getaway. This home is pet and kid friendly and offers a perfect blend of comfort, convenience, and natural beauty, making it an ideal destination for families or groups looking to create lasting memories.

The space...
[Show more >](#)

Where you'll sleep 2 / 3



Bedroom 3
1 queen bed



Bedroom 4
2 bunk beds

What this place offers

Waterfront Kitchen


\$851 night


CHECK-IN 9/27/2024	CHECKOUT 9/29/2024
GUESTS 1 guest	

[Reserve](#)

You won't be charged yet

2 nights	\$1,196
Cleaning fee	\$295
Airbnb service fee	\$210
Total before taxes	\$1,701

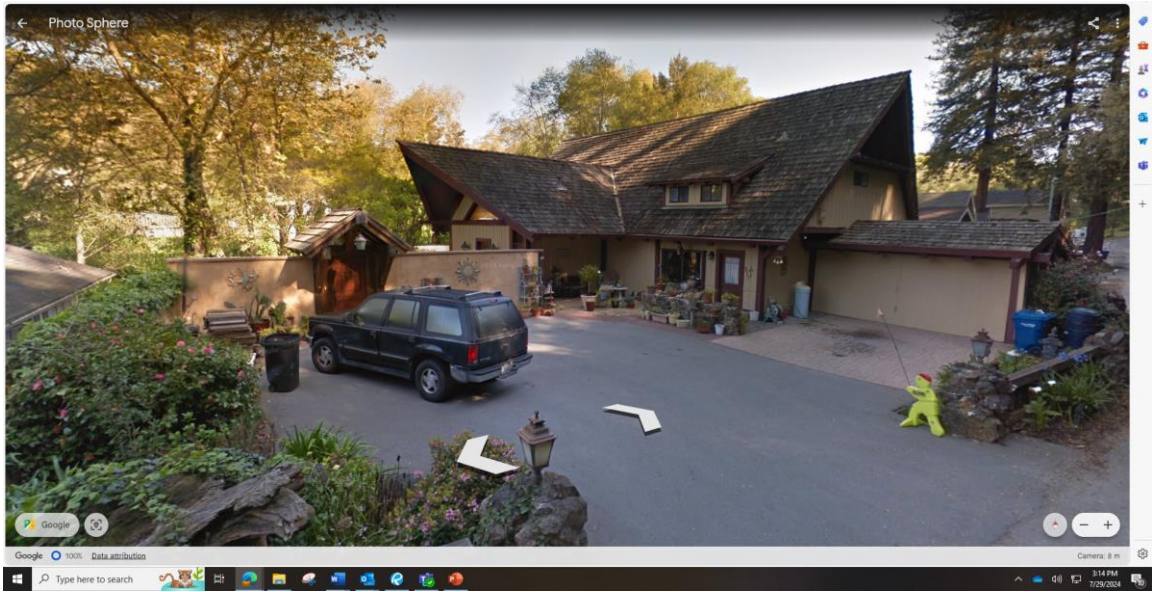
 **Lower price**
Your dates are \$98 less than the avg. nightly rate of the last 60 days.

 [Report this listing](#)

Page 34 of 38

EXHIBIT 1C

Exhibit B



Exterior of 311 Moosehead on Google earth 7/29/2024

Exterior
Free parking on premises



Exterior of “Aptos Creek Oasis” ad on AirBnB ad on 7/29/2024

EXHIBIT 1C

Recommended Action(s):

Accept and file report regarding proactive enforcement on vacation rentals and hosted rentals.

Executive Summary

At the June 28, 2022, meeting, the Board of Supervisors requested annual reports on the new program proactively enforcing short-term rental operators who are renting out units and advertising them on various websites as tracked by the Auditor-Controller-Treasurer-Tax Collector for the collection of transient occupancy tax. As staffing for the program has recently been completed and program activities have been resumed, this report back provides an update on those efforts.

Background

At the June 28, 2022, meeting, the Board of Supervisors directed the Code Compliance section of the Community Development & Infrastructure (CDI) Department to return in November 2022 with an update on implementing proactive enforcement efforts and improvements to the enforcement process regarding short-term rentals, including improved coordination between the Code Compliance section, the Assessor's Office and the Sheriff's Office.

Direction was also given to establish an annual report back that includes the number of complaints received by the Sheriff's Office, the length of time it takes to resolve such complaints, and number of active permits that have been recommended for revocation, how many hearings have been held, and how many permits have been revoked or denied.

Analysis

The initial effort to conduct proactive enforcement resulted in warning letters sent to 385 property owners on September 16, 2022. The letters included direction on how to come into compliance and an affidavit to return once they had come into compliance. Property owners were given 10 days to stop advertising for rentals of less than 30 days or remove advertising altogether and were provided an affidavit to return affirming that action.

Since the hiring of a Code Compliance Manager on August 19, 2023, and a full-time Code Compliance Investigator on October 3, 2023, a vacation rentals and hosted rentals enforcement program has been established. This was done through the creation of a policy and procedures guide, as well as ongoing coordination with the Auditor-Controller-Treasurer-Tax Collector's office for properties that have not paid transient occupancy tax (TOT), the Sheriff's Office for calls for service, and most recently the Assessor's Office for properties that have not reported improvements to their vacation rentals.

The CDI Code Compliance team has been working closely with Development Review to assist in reviewing renewal applications to ensure that violators' permits are not renewed or that violations are corrected before the renewal of short-term rental (STR) permits. This collaboration has helped identify violations for owners who are renewing their permits. The Code Compliance team has also directed property owners who were using unpermitted short-term vacation rentals and hosted rentals to the appropriate Planning staff to begin the application process. The Code Compliance team has issued 88 citations (as of February 15, 2024) for unpermitted STRs, with 34 in District 1, 43 in District 2, 1 in District 3, 1 in District 4, and 9 in District 5. This resulted in 55 properties complying by either removing ads or changing to 30-days plus and 16 properties applying for a permit.

The CDI Code Compliance team has reached out to the Senior Manager of Policy for Airbnb and is currently in discussions with Airbnb staff to remove all unpermitted short-term vacation and hosted rentals from their platform. Additionally, we are discussing ways to ensure that permitted property owners comply with advertising requirements in the County ordinance. We will follow this process with other large platforms such as VRBO and Hipcamp.

The CDI Code Compliance team collaborated with the relevant Planning staff to establish a process for revoking vacation rental and hosted rental permits. Together, they developed a process for presenting revocations to the Zoning Administrator. On February 2, 2024, two revocation hearings were conducted by the Zoning Administrator. The cases were continued for 77 days to allow the property owners to work with staff to comply with the County Code. The CDI Code Compliance team will continue to identify violators and bring more cases to the Zoning Administrator for recommended permit revocations. Staff will also work to establish a more reasonable, shorter timeframe for compliance for the Zoning Administrator on future cases.

The CDI Code Compliance team has written letters to contact permit holders of short-term vacation and hosted rentals. The purpose of these letters is to inform them about the requirements they need to comply with to maintain their respective permits, as specified in both the short-term and hosted rental ordinances. On February 15, 2024, Code Compliance sent over 800 letters to permit holders. To further increase the outreach, we recently worked with the CDI Communications Officer to create a press release that publicizes the efforts mentioned in this memo which was distributed on February 28, 2024. These types of outreach efforts are intended to reduce claims that property owners were not aware of the regulations.

The CDI Code Compliance Team has improved the Code Compliance website by adding a quick link to simplify the reporting of alleged violations on properties with or without prospective vacation rentals or hosted rental permits. This new feature is called the "vacation rental complaint form" and enables the team to quickly identify such complaints and take appropriate action.

Moving forward, CDI Code Compliance will continue to issue citations for unpermitted

STRs and coordinate closely with relevant departments to significantly reduce the use of unpermitted vacation rentals. Code Compliance will also begin issuing citations to permit holders who continuously violate the short-term vacation rental ordinance and continue to seek revocation of short-term vacation rentals who are a continued nuisance to the community. Coordination with the Sheriff's Office continues, and staff is working in close collaboration with officers to identify short-term vacation rentals in which officers respond to noise complaints. Code Compliance staff will follow up on these complaints with written correspondence or a citation. In addition, Code Compliance staff will continue to work with online STR platforms such as Airbnb and VRBO to remove all advertisements for unpermitted short-term rental properties. Code Compliance staff plans to participate in community events and continue issuing educational information to the public regarding ordinance requirements and enforcement efforts.